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THE DENTAL RESEARCH CLINIC IN FLORIDA (AS AN EDUCATIONAL AND SERVICE AGENCY).

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GUIDELINES FOR ORGANIZING AND OPERATING A DENTAL RESEARCH CLINIC WERE DEVELOPED BY THE DIVISION OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, THE FLORIDA DENTAL SOCIETY'S SPECIAL COMMITTEE ON EDUCATION OF THE DENTAL ASSISTANT, AND OTHER DENTISTS WORKING CLOSELY WITH DENTAL ASSISTANT PROGRAMS. THE PURPOSES OF THE DENTAL RESEARCH CLINICS ARE TO PROVIDE EDUCATIONAL EXPERIENCES FOR STUDENT AUXILIARY PERSONNEL, CONTINUING EDUCATION AND RESEARCH OPPORTUNITIES FOR DENTISTS, AND DENTAL CARE TO INDIGENT PERSONS. INFORMATION IS PRESENTED FOR (1) ORGANIZATIONAL DETAILS SUCH AS DEFINITION OF A CLINIC, MEMBERSHIP, CONSTITUTION AND BY-LAWS, SPECIALTIES WITHIN A CLINIC, AND THE EXECUTIVE COMMITTEE, (2) RESPONSIBILITIES OF THE CLINIC FOR THE EDUCATIONAL PROGRAM FOR DENTAL ASSISTANTS, FOR ACTIVITIES RELATING TO PATIENT SERVICES, AND FOR CONTINUING EDUCATION OPPORTUNITIES FOR PARTICIPATING DENTISTS, AND (3) MEMORANDA OF UNDERSTANDING AND AGREEMENT. (JK)

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DIVISION OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION
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THE DENTAL RESEARCH CLINIC IN FLORIDA
(As an Educational and Service Agency)

These guidelines for the organization and operation of a Dental Research Clinic have been approved by the Florida Dental Society's special committee on Education of the Dental Assistant

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THE DENTAL RESEARCH CLINIC IN FLORIDA
(As an Educational and Service Agency)

These Guidelines covering the organization and operation of a Dental Research Clinic as an educational and service agency are recommended and approved by the Florida Dental Society's special committee on Education of the Dental Assistant.

I. Introductory Statement

For sometime members of the Florida Dental Society have recognized an increasing demand for well trained dental assistants and a need for some means of providing post graduate professional education and research study for dentists. As a result of these two needs, members of four local dental societies have cooperated with their respective county boards of public instruction over the past several years in developing dental assistant training programs and in operating research clinics in relation to them.

The success of these two undertakings, coupled with the increased interest being shown in other communities in establishing more dental assistant programs, led to inquiries about the organization and operation of the dental research clinic as an educational and service agency.

Therefore, these materials have been developed by the staff of the Division of Vocational, Technical and Adult Education, State Department of Education, with the help of the Florida Dental Society's special committee on Education of the Dental Assistant and other dentists who have been closely allied with these programs. They are to accompany the "Minimum Standards for Dental Assistant Educational Programs" which have previously been approved by the Florida Dental Society.

The training program for dental assistants should provide educational experiences to develop competency in all phases of (1) office and patient management, (2) office laboratory procedures, and (3) chairside dental assisting.

Carefully planned experiences in all of these areas for dental assistants students are essential.

The Dental Research Clinic, as an educational agency, is organized specifically to provide the essential experiences under the immediate supervision of a qualified instructional staff.

Therefore, although there may be other ways that these experiences may be made available to dental assistant students, the special committee of the Florida Dental Society considers the Dental Research Clinic approach as the preferred method.

II. Purpose of the Dental Research Clinic

The Dental Research Clinic exists for three purposes:

1. To provide educational experiences for student auxiliary personnel;

2. To provide continuing professional education and research opportunities for participating dentists;

3. To provide dental care to selected indigent persons consistent with the other two objectives.

In fulfilling these purposes the dental profession renders an invaluable service to the community.

III. The Organization for the Operation of the Dental Research Clinic

A. Definition - A Dental Research Clinic is an incorporated, non-profit clinic organized by dentists of the dental society. It must be licensed by the State Board of Dental Examiners. The clinic is operated by the dentists who are members of the dental research clinic in cooperation with the county board of public instruction and the county health and welfare agency.

B. Membership - Membership in a dental research clinic is composed of licensed dentists, who are members of the Florida State Dental Society, and who (1) are interested in the development of students' training in an occupation supportive to dentistry, (2) will participate in a study group as a means of continuing professional education and research, and (3) will be interested in rendering an important service to the community by accepting their professional responsibility for providing a fair share of dental service to indigent patients. Members serve the clinic without remuneration and give a specified amount of time each month to the care of clinic patients according to a carefully planned schedule.

The organization and successful operation of a research clinic will depend primarily upon the leadership, interest and sustained participation of dentists of the local society. A minimum of 40 participating dentists is necessary to operate such a clinic in a small populated area. In areas of larger population concentration a minimum of 70 or more participating dentists is advisable.

C. Constitution and By-Laws - The Dental Research Clinic is to be organized as a non-profit organization chartered by the Secretary of State of Florida. Its membership is to be governed by the provisions of a Constitution and By-Laws adopted by the Dental Research Clinic organization. The following Articles might be considered typical for such a Constitution:

1. The official name of the organization
2. The purpose of the organization
3. The authority for governing the actions of the members
4. The requirements for membership, active or otherwise
5. The officers and board of directors of the organization
6. The authority to appoint committees as needed
7. The plan for meetings of the organization
8. The provision for amending the Constitution

The By-Laws for the organization should provide for such procedures as:

1. Election of members to the organization
2. Duties and term of office of the officers and board of directors
3. Calling of meetings - regular and special
4. Dues and assessments
5. Advisory or Executive Committee for the Dental Research Clinic
6. Dissolution of the organization

D. Sections Within the Clinic - Participating dentists in the Dental Research Clinic are usually divided into sections representing speciality groups. Each section has a Chairman appointed by the President of the Dental Research Clinic. Sections which may be represented in a Clinic are as follows:

1. Crown and Bridge
2. Diagnosis
3. Endodontics
4. Operative
5. Oral Surgery
6. Orthodontics
7. Pedodontics
8. Peridontics
9. Prosthetics
10. X-Ray Technique

The quality of section leadership is a key to effective section programs and their educational value to members of the Dental Research Clinic.

E. The Advisory or Executive Committee for the Dental Research Clinic - An Advisory or Executive Committee for the Dental Research Clinic should be appointed or elected in accordance with the provisions of the Constitution and By-Laws of the organization. The committee has a three-fold purpose:

1. To give counsel and advice to administrators of the public school vocational or Junior College programs relative to the objectives, content, physical facilities, operation and evaluation of the dental auxiliary educational programs;

2. To advise and assist in the planning and operation of the section study groups for the participating dentists;

3. To advise and assist in the over-all planning and operation of the Dental Research Clinic in relation to the service that is provided for selected indigent patients.

To fulfill this first function of an occupational advisory committee to the public school operated dental auxiliary programs, the members of the Research Clinic Advisory or Executive Committee should be recommended to school officials for appointment.

The composition of the membership of the Advisory Committee for the Dental Research Clinic may be determined in a number of ways. A general criteria for membership on this committee might be individuals whose knowledge, interest and active assistance would be of value in furthering the three-fold purpose of the committee. Examples of the composition of two functioning advisory committees in the state are as follows:

1. President, Secretary and Treasurer of the organization plus the Chairman of the Sections.

2. President, Secretary and Treasurer of the organization, immediate past president of the clinic and two members of the Board of Directors.

In addition to the regular members of the Advisory Committee, selected school personnel should act as ex-officio members, such as the local director of vocational education or principal of the vocational school, the dean of specialized services if the program is in the Junior College, and the school instructional staff.

The term of office of the members of the Advisory Committee should be specified in the By-Laws.

IV. The Dental Research Clinic as an Educational and Service Agency

In viewing the role of the Research Clinic as an educational and service agency, the following premises are established:

A. The County Board of Public Instruction is responsible for the organization, operation and administration of the dental auxiliary training programs;

B. The Dental Research Clinic is responsible for the organization and administration of the clinic which provides services to indigent patients and for the organization, operation and administration of the sectional study groups for participating dentists;

C. The Board of County Commissioners through the Health and Welfare Agency is responsible for the screening and referral of patients and for financing of materials and supplies used by the dentists in the clinic in providing service to patients;

D. These three agencies develop a plan of cooperative endeavor.

V. The Dental Research Clinic and Its Relationship to the Dental Assistant Program

The County Board of Public Instruction is administratively responsible for the organization and operation of the educational program for dental assistants.

The primary objective of this program is to educate and train qualified individuals who plan to pursue a career as dental assistants, and to provide personnel for the practitioner of dentistry, consistent with sound educational practices.

The program should provide educational experiences to develop competency in all phases of (1) office and patient management, (2) office laboratory procedures, and (3) chairside dental assisting.

The school representing the County Board of Public Instruction is responsible for the education of the student and must maintain the standards required for approval of educational programs for dental assistants of the Council on Education, American Dental Association, and the State Plan for Vocational Education, State Department of Education. The school is, therefore, responsible for employing a qualified faculty certified by the State Department of Education to teach the course. The faculty is responsible for determining the philosophy and the objectives of the program and developing the curriculum. It is also responsible for planning, in cooperation with the staff of the Dental Research Clinic, concurrent related instruction and experience in chairside assisting and laboratory techniques to meet the objectives of the program. These responsibilities are discharged with the counsel and advice of the Advisory Committee for the Training of Dental Assistants. Participating dentists in the clinic share in the responsibility for the education of the student as chairside assisting is learned with different dentists in the clinic. They also contribute through formal and informal classroom lectures, demonstrations and discussions. Classes for student dental assistants are organized and admitted to coincide with the regular schedule for other classes in the public school.

A. Physical Facilities - The over-all space to accommodate the training program including the clinic will require not less than an area of 2500 square feet and should provide for the following:

1. Reception room for patients and a small business office.
2. X-Ray room (enclosed) and dark room adjoining.
3. Operatories - Operatories may be open but it is recommended that they be partitioned to chest height with an observation platform in front of them.
4. Sterilization and supply areas.
5. Clinical laboratory, fully equipped with adequate bench space for the participating dentists.
6. Library - Conference rooms. (For both dental assistant students and dentists use)
7. Classroom with a demonstration operatory for dental assistant students.
8. Teaching laboratory with adequate bench space for average size class of dental assistant students for learning to pour molds, etc.
9. Office space for full-time and part-time instructors.
10. Restrooms for patients (M&F).

B. Equipping the Facility - The County Board of Public Instruction in its role of administering the educational program for dental assistants has the responsibility for providing the equipment essential for these activities.

This would include standard classroom furnishings (chairs, desks, blackboards, etc.) as well as equipment for the dental clinic and laboratory.

The dental operatory units should be equipped for complete dental services for patient care and for the most efficient teaching of the abilities necessary in the laboratory techniques to be learned. The teaching laboratory should include equipment comparable to that found in private dental offices. It should be in sufficient quantity to prevent loss of time and interest while learning these techniques.

County programs may request financial assistance to equip facilities of this type through grants of Federal funds upon application to the State Department of Education.

The equipment which is the property of the County Board of Public Instruction needs to be in the clinic at all times for instructional purposes and should be annually inventoried in accordance with the Florida Statutes and the county policy for all educational programs.

C. Maintenance of the Educational Facility - The County Board of Public Instruction is responsible for providing utilities (water, gas, and electricity), janitorial service and maintenance of equipment. Those expendable supplies and materials, as well as replacement of equipment essential for the educational program of the dental assistant, should be the responsibility of the school system.

D. Materials and Supplies for Instructional Purposes - Materials, supplies, visual aides and other items essential for the training of dental assistants are either furnished or arranged for by the school or the County Board of Public Instruction.

VI. The Dental Research Clinic As a Service Agency

The Dental Research Clinic is basically responsible for the operation and administration of the clinic activities relating to services to patients. Usually the officers or a committee (executive or advisory) representing the organization as set forth in the Constitution and By-Laws assume responsibility for:

A. Establishing the clinic operating policies for dental treatment of patients, such as:

1. Kinds of dental services to be rendered by the clinic.

2. Records to be maintained such as:
   Oral diagnosis, history and treatment plan
   Waiver of liability form

3. Policies relating to access, custody and retention of records consistent with legal responsibility. (Records are the property of the research corporation).

B. Determining the staffing needs for operation of the clinic and establishing a plan for meeting those needs to provide care to patients as agreed upon. These needs would include both professional and clerical staffing.

C. Preparing and submitting an annual budget covering general operating expenses, laboratory fees, expendable supplies, and clerical help for approval by the County Commissioners for the operation of the clinic and providing needed service to indigent patients.

D. Establishing a policy in relation to a fee system of charges for services rendered patients which will reflect the value of services in relation to financial assistance received by the clinic.

E. Determining the need for the purchase of additional equipment in the clinic for providing dental services to patients.

F. Establishing the policy of handling of laboratory work needed for patients.

G. Establishing the policy for the scheduling of appointments.

H. Applying for state sales tax and federal income tax exemption.

I. Establishing the policy for clinic hours for patient care in cooperation with school personnel and in accord with school policies.

VII. The Dental Research Clinic As a Teaching and Research Center for Participating Dentists

The Dental Research Clinic is responsible for the organization and administration of the clinic to provide for section discussion and work groups through which continuing professional training is afforded to participating dentists.

The Dental Research Clinic is responsible for establishing policies relative to the use of the clinic for educational purposes of the participating dentists. Section or speciality groups are organized in accordance with the provisions of the By-Laws of the organization.

The activities of the Dental Research Clinic and the sections may include the following:

A. Recruitment of membership in the sections

B. Orientation of new members to the clinic

C. Preparation and scheduling of section programs for discussion and work groups

D. Developing research projects

E. Arranging for special consultants' participation in programs

F. Financing the activities related to research and study group needs, including special items of equipment such as closed TV or library reference materials.

VIII. Memoranda of Understanding and Agreement

In view of the three fold purpose of the Dental Research Clinic, and the interrelationship of the primary responsibilities of the County Board of Public Instruction, the Dental Research Clinic and the Welfare Agency, memoranda of understanding or agreement are essential for the efficient and effective clinic management and operation.

It is essential for mutual understanding that significant policies, procedures and responsibilities of each organization be reduced to writing and accepted by those organizations. Not only is such imperative for current operation but to insure continuity when there are changes in officers and personnel of the three organizations concerned. The memoranda of understanding and agreement should be subject to review at the request of either party and be periodically reviewed to keep it up to date.

Two basic memoranda of understanding are needed:

A. A memorandum between the County Board of Public Instruction and the Dental Research Clinic relating to understandings and responsibilities in the training of dental assistants and in the utilization of the public school facility for the activities related to study groups for professional dentists.

B. A memorandum between the Dental Research Clinic and the Welfare Agency or the County Board of Commissioners, whichever is appropriate, setting forth responsibilities, policies, procedures and financial responsibility in relation to dental care for indigent patients.